

Location

Helena

Capitol Complex

Mitchell
Building

Available Credits

POST Credit



Continuing
Education

OPI Renewal
Units

Writing Clearly and Concisely



Helena, MT

DATE

Thurs., August 14, 2014

8:30 a.m. — noon

COST

Investment is \$95

(Discounts for three or more attendees from one organization)

REGISTER

Online:

<http://pdc.mt.gov/register.mcp>

Phone: (406) 444-3871

E-mail: pdc01@mt.gov

Style is the extent to which writing provides clear, specific communication in a way that is pleasing to the ear. Communicating in plain language helps the reader understand the message easily. It avoids verbose, convoluted language and jargon. In this class, we'll practice the following skills:

- Using definite, specific language (avoiding jargon, clichés, and verbs used as nouns)
- Avoiding passive voice and passive construction
- Understanding parallel structure in complex sentences
- Knowing when to end a sentence
- Recognizing when to omit needless words
- Placing the emphasis in the right place
- Keeping related words together to prevent ambiguity
- Attacking redundant phrases and negative construction

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